

# **Launceston Airport**

# **Works Manual**



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## Change Summary

Version number	Date	Change Description
2	24 August 2023	Include review of purpose, complete review, headings adding new document dates, amendments to definitions, Title name changes, worksite security changes, Electrical Safety, permits to work changes, Security Restricted Zones, Specific Airside requirements, Airside Drivers Authority updates, Appendix A and Appendix B.

*e.g. 2 22 April 2020 Include a description of changes to this version of the document.*

# 1. Introduction

## 1.1 *Launceston Airport*

Launceston Airport (referred to in this Manual as “the Airport”), is approximately 16 kilometers from the Launceston CBD and is Tasmania’s major northern gateway for passengers and freight, annually handling over 8,500 aircraft movements and over 1.25 million passengers. The Airport operates 24 hours a day, 7 days per week.

Privatised in May 1998, the Airport is now operated by Australia Pacific Airports (Launceston) Pty Ltd (ACN 081 578 903).

Works are subject to both State and Federal Legislation, codes of practices and any other regulatory Requirements.

## 1.2 *Works Manual Purpose*

This Manual outlines the minimum requirements for carrying out Works at the Launceston Airport. This manual does not contain all the information required to perform Works at the Airport and it will be necessary for anyone wishing to undertake Works to be familiar with and make use of all available information relevant to the nature of work being performed.

The manual is a reference document for all Contractors, Service providers and Asset management facility companies.

## 1.3 *Additional Documents*

The Contractor must make themselves aware of the following Launceston Airport Safety Documentation.

- APAC Safety Management Standard (2023)
- SMS Manual – Launceston Group Level Safety Document (2023)
- Drug and Alcohol Management Plan (DAMP) (2022)
- APAL-SW-001 Safe Work Permits Procedure (2023)
- APAL Environmental Management Plan (2022)
- APAL Aboriginal Heritage Management Plan 2020

These documents can be made available by the Project Manager to the Contractor on request.

Also, it can be found at the below Links: Launceston Airport Webpage

[Provide a Safe Workplace for all Users - Launceston Airport](#)

[Environmental Management - Launceston Airport](#)

## 2. Definitions and Interpretation

In this Manual, the following definitions are used:

**ABC** means the Airport Building Controller as defined in the *Airports (Building Control) Regulations 1996* (Cth) who is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards.

**ADA** means Airside Drivers Authority which is required to allow a driver access to certain Airside areas.

**Aerodrome** means a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

**AEO** means the Airport Environment Officer as defined under and appointed to assist with the administration of the *Airports (Environment Protection) Regulations 1997* (Cth).

**Aircraft Operations** means the part of the Airport's function that is directly connected with aircraft and passenger or freight handling and movement.

**Airport or the Airport** means the Launceston Airport, located at 201 Evandale Main Road in Western Junction, Tasmania, or Australia Pacific Airports (Launceston) Pty Ltd, where the context permits.

**Airside** means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.

**Apron** means a defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

**Arrivals** means the area receiving incoming passengers from aircraft and includes the passenger baggage reclaim area and baggage carousels.

**Asbestos Register** means the Airport's register of all known locations and types of asbestos at the Airport.

**ASIC** means Aviation Security Identification Card.

**Authority** means a governmental, semi-governmental, local, Airport or other official that exercises jurisdiction over the Airport, including Works conducted at the Airport.

**Baggage Make-Up Area** means that part of the Airport where baggage is moved from conveyors to carts and passenger baggage containers for transport to aircraft.

**Building Approval** means the permission that must be obtained from the ABC prior to commencing building Works at the Airport.

**CBS** means Checked Baggage Screening, the process used for examining passenger baggage for prohibited items under Transport Security Legislation.

**Certificate for Occupancy** means the certificate of compliance issued by the ABC upon completion of a building, pursuant to Part 3 of the *Airports (Building Control) Regulations 1996* (Cth).

**Certificate for Use** means the certificate of compliance issued by the ABC upon completion of Works, pursuant to Part 3 of the *Airports (Building Control) Regulations 1996* (Cth).

**Certificate of Competency** means a document which certifies that the holder is duly qualified to operate a particular item of plant or equipment.

**Certificate of Compliance** means the certificate issued by the ABC upon completion of the Works and may be either a Certificate for Use or a Certificate for Occupancy.

**Concealed Service** means any asset or service, including pipes, conduits or cables, whether in or out of service, that is concealed (e.g., underground or behind walls, floors or ceilings) that could be in or near an area of excavation or penetration. A Concealed Services Authority is required to perform Works that may affect a Concealed Service.

**Concealed Services Authority** means an Authority issued by the Airport which authorizes its holder to perform Works which may affect a Concealed Service. It does not detail the safe method of performing the Works.

### **Confined Space**

A 'confined space' means an enclosed or partially enclosed space that:

- is not designed or intended to be occupied by a person.
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
  - an atmosphere that does not have a safe oxygen level, or
  - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - harmful concentrations of any airborne contaminants, or engulfment.

A confined space does not include a mine shaft or the workings of a mine.

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space.

Entry into a confined space means a person's head or upper body is in the confined space or within the boundary of the confined space.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS Regulations.

A Confined Space Entry Authority is required to enter a Confined Space.



**Confined Space Entry Authority** means an Authority issued under regulation 67 of the *Work Health and Safety Regulations 2012* (Tas) which authorizes its holder to enter a Confined Space.

**Confined Space Register** means the Airport's register of all known Confined Spaces at the Airport.

**Contaminated Areas Register** means the Airport's register of all known Contaminated Areas at the Airport and control measures.

**Contractor** means an external person or entity undertaking Works and includes its employees, sub-contractors and agents.

**Contractor Management Procedure** means the Airport's document entitled *APAL-CMP-001 Contractor Management Procedure*, a copy of which can be obtained from the Project Manager.

**Crane/Boom Authority** refers to an Authority issued by the Airport which is required to operate certain plant or equipment that has the potential to impact the OLS.

**DAMP** means the Airport's Drug and Alcohol Management Plan used to manage the risks associated with drugs and alcohol in the workplace.

**Departures** means the area associated with the transfer of outgoing passengers to the aircraft and includes the check-in and baggage hand-over areas.

**Electrical Works** includes any new electrical installation, any modification or extension of an existing installation and removal of equipment. All electrical work must be performed by a licensed Electrical Contractor. All electrical works requires an Electrical Works Authority to be issued by APAL prior to commencement/.

**Electrical Works Authority** refers to an Authority issued by the Airport which is required to undertake Electrical Work.

**Emergency Plan** means the Airport's Emergency Plan, a copy of which can be obtained from the Project Manager.

**Environment and Sustainability Policy** means the Airport's Environment Policy, a copy of which can be obtained from the Project Manager.

**Environmental Management System** means the Airport's structured system of responsibilities, policies, practices, procedures, processes and resources for protecting the environment and managing environmental issues.

**Forecourt** means the area between the Terminal and the short-term car park used for drop-off and pick-up of passengers.

**FOD** means "foreign object debris" and is an object that if run over, ingested or hit by an aircraft may cause damage to the aircraft, nearby people or equipment and includes rubbish, debris, stones and other items.

**Hoarding** means temporary fencing or barricades used to contain Sites and to separate the Works from operational activities at the Airport.

**Hot Work** means welding, grinding, thermal or oxygen cutting, heating, and other heat-producing or spark-producing activities that may increase the risk of fire or explosion. An Authority is required for Hot Works.

**Identification Card** means an ASIC or a VIC.

**Isolation** means the process designed to protect people from unexpected energisation, start-up or release of energy while working on plant or equipment, or the placing of fire detection or other life safety detection into a controlled non-operative state.

**Landside** means those parts of the Airport that are not designated Airside.

**Legal Requirement(s)** means any statute, ordinance, code or regulation.

**Low Visibility Procedures** means procedures applied at an aerodrome for protecting aircraft operations during conditions of reduced visibility or low cloud.

**Major Works** means significant Works, including the construction of new facilities, redevelopment of existing spaces, or refurbishments.

**Minor Works** means Works relating to maintenance, minor construction, remodeling and renovation of existing spaces.

**Movement Area** means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

**MOS** means Manual of Operating Standards for Aerodromes and refers to the Civil Aviation Safety Authority's *Part 139 (Aerodromes) Manual of Standards 2019*, made pursuant to *Civil Aviation Safety Regulations (CASR) Part 139* (Cth).

**OLS** means Obstacle Limitation Surface, a series of planes associated with each runway at an aerodrome that defines the desirable limits to which objects may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely.

**Operations Officer(s)** means Airport personnel that perform the operational compliance, operational serviceability and safety security function Airside and Landside, involved with aircraft and airfield movement but not directly with aircraft handling. They are on duty at the Airport 24 hours a day, 7 days a week. The Airport Operations Officer can be contacted by phoning **6391 6208** or **0407 305 595**.

**Permit/Authority** means an official document or certificate issued by an Authority, which authorises performance of a specified activity.

**Permit to Work** means the official document issued by the Airport, which authorises its holder to perform Works at the Airport.

**PPE** means Personal Protective Equipment and refers to specialized clothing or equipment worn for protection against health and safety hazards.

**Project Management Plan** means the Contractor's detailed plan to project manage the Works.

**Risk Assessment** means the process of identifying the likelihood and consequences of a hazard, identifying existing controls and, where necessary, adding controls to ensure the risk is as low as is reasonably practicable. In accordance with regulation 66 of the *Work Health and Safety Regulations 2012* (Tas), a Risk Assessment must be recorded in writing.

**Runway** means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Safe Works Permit Procedure** means the Airport's document entitled *APAL-SWP-001 Safe Work Permits Procedure*, a copy of which can be obtained from the Project Manager.

**Safety In design (SID)** - This framework applies to the design of 'structures' defined under the WHS Act 2012 to mean anything that is constructed, whether fixed or moveable, temporary or permanent. Safe design means the integration of control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the structure being designed (source: SWA Code of Practice – Safe Design of Structures (SDoS)) See Appendix A.

**Safety Management System (SMS)** means the Airport's structured system of responsibilities, policies, practices, procedures, processes and resources for managing work, health and safety issues, a copy of which can be obtained from the Project Manager.

**Safety Data Sheet (SDS)**, a document referring to a hazardous substance and containing its product name, the chemical and generic name of certain ingredients, the chemical and physical properties of the hazardous substance, health hazard information, precautions for safe use and handling, and the manufacturers or importer's name, Australian address and telephone number.

**Security Screening** means the process used to check persons, baggage and other items prior to entry into a Sterile Area.

**Site** means the dedicated area where the Works take place.

**Special Permit** means the official document issued by the Airport, which authorises its holder to perform specific hazardous activities at the Airport, including working with Concealed Services, Confined Spaces, Crane/Booms and Hot Work.

**SRA** means Security Restricted Area, an area designated within Airside where only authorised personnel wearing ASICs are permitted. SRAs are signposted.

**SSAA** means Safety Sensitive Aviation Activity, as defined by the *Civil Aviation Safety Regulations 1998* (Cth).

**Sterile** means that a person or area has been cleared of prohibited items.

**Sterile Area** is a location isolated from the general public, and entry requires each person, baggage or other item to undergo Security Screening. Sterile Areas are signposted.

**Taxiway** means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome from another.

**Terminal** means the building at the Airport where passengers transfer between ground transportation and the facilities that allow them to board and disembark from aircraft, including purchasing tickets, transferring luggage, and going through security, and includes the Arrivals, Departures, baggage reclaim and CBS areas.

**Terminal Evacuation Plan** means the Airport's Terminal Evacuation Plan, a copy of which can be obtained from the Project Manager.

**Traffic Management Plan** means the Contractor's plan to direct and control traffic disruptions in the event Works impact upon traffic flow at the Airport.

**Transport Security Legislation** means, as the context permits:

- the *Aviation Transport Security Act 2004* (Cth); or
- the *Aviation Transport Security Regulations 2005* (Cth).

**VIC** means Visitor Identification Card. The wearer must be accompanied by an ASIC holder when in secure areas of a Security Controlled airport. Two types of VIC are available, standard VIC for up to 72 hours issue or photo VIC for more than three consecutive days. You cannot be issued a VIC for more than 28 days in a 12-month period unless you are awaiting processing of an ASIC application.

**Walkways** means the designated thoroughfares both Landside and Airside for the safe passage of pedestrians.

**WH&S Legislation** means, as the context permits:

- the *Work Health and Safety Act 2012* (Tas); or
- the *Work Health and Safety Regulations 2022* (Tas).

**Work Health and Safety Policy** means the APAC Airport's Work Health and Safety Policy, a copy of which can be obtained from the Project Manager.

**Works or the Works** means activities including maintenance, construction, alteration, extension, restoration, repair, demolition and dismantling and includes Minor Works and Major Works.

**Project Manager /Officer** means the person appointed by the Airport to oversee the progress, performance and inspection of the Works and who, in most circumstances, is to be the Contractor's first point of contact for matters related to the Works. The Project Manager's prior consent or approval is required for certain activities, Permits or authorisations.

**Work Method Statement** means a document that identifies:

- how work is to be carried out.
- the work activities assessed as having safety risks.
- the safety risks.
- the control measures that will be applied to the work activities.
- the equipment to be used in the work.
- the standards or codes to be complied with.
- the qualifications of the personnel doing the work; and
- the training required to do the work.

**Works Safety Officer** means the person appointed by the Airport to ensure that Aerodrome Works remain compliant as defined under the MOS.

### 3. General Conditions

#### 3.1 *Emergency Procedures and Reporting Requirements*

Potential safety, environmental or operational risks or faults shall be immediately reported to the Airport Operations Officer on **6391 6208** or **0407 305 595**. The Project Manager shall be notified as soon as possible thereafter.

It is the Contractor's responsibility to understand and follow the Airport's Emergency Plan.

In the event of an emergency, within the Terminal, the occupancy warning alarm will sound. This is a series of "beeps" and "whoops" followed by an audible evacuation message. The Contractor, and others under its control, must:

- follow any direction given in the evacuation message and/or from the fire warden.
- move to the designated emergency assembly point as provided in the Emergency Plan; and Evacuation diagrams posted on walls at various locations in the airport.
- wait for further direction from the fire warden.

##### 3.1.1 **Terminal Fire Safety Management Plan**

When works are undertaken within the Terminal, the Contractor must prepare and display, in each site office, an evacuation plan reflecting relevant location and orientation of the worksite and considering the Terminal Evacuation Plan. Templates are available from the Project Manager and /or APAL representative.

##### 3.1.2 **Fire, Life and Safety**

Smoke and fire detection (suppression system only fitted in Com Room #1) systems are installed in all Airport buildings. A dedicated aviation rescue and firefighting service (ARFF) is located at the Airport and can attend to Airport buildings and other areas within minutes of receiving an alarm. Fire wardens (and TasFire out of hours) carry out regular inspections of their zones.

The Contractor may not commence any activity which may result in the impairment or isolation of any fire protection system without prior approval from the Project Manager and/or APAL representative.

Designated Emergency exits and escape routes must be always kept clear.

Spillage of flammable substances must be cleaned up immediately, disposed of appropriately, and reported to the duty Operations Officer.

The Contractor is responsible for provision of fire extinguishing equipment when identified in the written JSA or Safe Work Risk Assessment.

### **3.2 Airport Security**

Launceston Airport is a security controlled airport with clearly defined airside and landside security zones. Valid Aviation Security Identity Cards (ASICs) are required to be displayed at all times in aviation security areas. A Visitors Pass (VIC) is also an acceptable form of identification. All persons displaying a VIC pass must be accompanied by an ASIC holder. Access into restricted access and sterile areas requires prior security screening of people and things, including contractor's tools of trade.

The Project Manager can provide clarification of the security requirements and limitations on Work.

### **3.3 Worksite Security**

It is the Contractor's responsibility to:

- secure the Site.
- prevent theft, vandalism or Unauthorised access;
- apart from permitted access and egress, ensure that all persons, vehicles and equipment under its control remain within the Site, unless prior approval from the Project Manager is obtained (access to the Airport may be denied to any person who fails to comply with this requirement).
- provide Site barricades, guards, fencing, temporary roads, footpaths, warning signs and lighting, as directed by the Project Manager.
- ensure that it, and others under its control, have either attended a safety induction program approved by the Airport or are under the direct supervision of someone who has received the induction.
- provide Site specific safety inductions for any person requiring access to the Site; and
- Ensure that any fences, barricades or signage cannot become dislodged or blown over in strong winds.

### **3.4 Contractor Management Procedure**

In addition to the requirements of this Works Manual, Contractors are required to follow the Contractor onboarding process.

### **3.5 Hours of Work**

Works are generally to be performed during the hours of 0600 and 1800, Monday to Friday. The Project Manager may authorise Works outside these hours.

### **3.6 Signage**

The Contractor shall not display, or cause to be displayed, any non-regulatory/safety signage visible to the public without the prior written approval of the Project Manager. Any proposed signage must comply with the Airport's requirements regarding design, layout and construction. Any signage displayed without the Project Manager's prior approval will be removed unless required by regulation.

All signage must be securely fastened to withstand strong winds.

### **3.7 *Communication Equipment***

The Contractor, or others under its control, shall not use a two-way radio, wireless network system or any other such communications system at the Airport, without the prior written consent of the Project Manager. Access to the Airport may be denied to any person who fails to comply with this requirement.

### **3.8 *Inductions***

Anyone who will undertake Works at the Airport must complete Airport inductions and a Work Site specific induction.

#### **3.8.1 *Airport Induction***

Pursuant to APAL requirements, a WHSE and Restricted Access induction are undertaken by all personnel prior to commencement of the Works, dependent upon work location. WHSE induction covers all non-security restricted areas (Landside). The Restricted Access induction allows work to be performed in Security Restricted Areas (Airside and beyond security screening points). All inductions are valid for 12 months.

#### **3.8.2 *Work Site Specific Induction***

All personnel who will be entering a Work Site must receive a site-specific induction by the main contractor to ensure awareness of the hazards and appropriate control measures applicable to that site. It is the responsibility of Contractors to prepare and manage Work Site specific Inductions for their respective sites. Records must be kept by the Contractor of all site inducted persons and be made available to the Project Manager or representative of APAL on request.

### **3.9 *Signing In – Signing Out***

Each Contractor must register its presence on Site at the following location.

- the Airport administration office located on the first floor of the terminal building.
- Either sign in/ sign out QR at the contractor site office and/ or QR code available at the APAL front desk
- Physical site sign-in/ sign out registers.

Each Contractor must sign in prior to commencing work each day on site and must sign out at the end of each day.



Alternative arrangements may be authorised by the Airport depending upon the location and type of the Works. This may include site specific sign in/out registers. These records must be made available to the Airport on request.

### **3.10 Media**

The Contractor, and others under its control, must not make any comment to the media regarding matters related to the Airport, including inquiries related to the Works.

The Airport recommends the following statement be made to media to avoid being drawn into further conversation: **“I am not the person to speak to on this matter. You may speak to The Launceston Airport Management on (03) 6391 6222”.**

### **3.11 Use of Vehicles and Parking Arrangements**

#### **3.11.1 Site Access**

It is the Contractor’s responsibility to ensure that it, and any person under its control, uses only APAL approved and designated routes to access the Site.

Designated routes may include Landside roads, gates and Airside roads as indicated by the Project Manager.

#### **3.11.2 Site Deliveries and Staff Parking**

Site deliveries must not interfere with normal Airport operations. Airside deliveries must be arranged with the Project Manager at least 24 hours in advance.

The Forecourt must not be used for parking or unloading unless approved by APAL. Unauthorised vehicles parking in this area may be towed without warning.

It is the Contractor’s responsibility to ensure that it, and others under its control, observes the Airport’s parking and loading zone rules and regulations.

Payment of penalties and settlement of parking infringement notices are the responsibility of the individual incurring such penalty or infringement. Persons in breach of parking rules or regulations may be denied access to the parking facilities.

#### **3.11.3 Roads and Footpath Management and Closures**

The Contractor, and others under its control, must not obstruct any road or footpath without the prior consent of the Project Manager.

A Traffic and Pedestrian Management Plan must be prepared for any Works that impact upon traffic and/or Pedestrian movements. The Plan must be prepared in line with current Australian Standards and State Government requirements and be approved by the Project Manager.

Provided consent is given to close or obstruct a road for the purpose of performing the Works, it is the Contractor's responsibility to:

- provide signage (compliant to AS1742.3-2019) that is illuminated from sunset to sunrise, including clearly-marked warning and/or detour signs and advance notice to motorists of the upcoming dates and times of traffic restrictions; and
- provide appropriate barricades to isolate motorists from the Works.

## 4. Airport Safety Requirements

The safety requirements outlined in this Works Manual are not exhaustive and must be read in conjunction with the Work Health and Safety Policy and other Airport safety requirements as defined under the Safety Management System.

### 4.1 PPE Requirements

High visibility vests **MUST** be always worn when working at the Airport. The recommended High visibility colour is **yellow-green** with reflective shoulder and waist bands. This coloring is non-negotiable for any Airside Works.

Additional PPE (i.e., safety boots, eye protection, gloves etc.) may be required depending upon the location and type of Works being performed.

When working Airside, hearing protection must be used as well as long sleeve shirts and pants.

### 4.2 Drug and Alcohol Management

Alcohol and drug misuse can contribute to performance impairment and unsafe operating practices. Persons working whilst affected by drug and/or alcohol create an increased risk of injury to themselves and others.

No person working at the Airport shall present themselves for work under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purpose of treating a medical condition.

Where a prescribed medication may affect a person's judgment or performance, they must inform the Head Contractor and may be judged not fit for work.

Any person working Airside or performing a SSAA activity is subject to the provisions of the Airport's DAMP.

The Contractor, and others under its control are subject to drug and alcohol testing under the following circumstances.

- Pre-deployment drug and alcohol test.
- After being involved in an incident.
- If reported as suspected of being under the influence of drugs or alcohol; or

- As part of random testing by Civil Aviation Safety Authority (CASA).

The Contractor, and others under its control, is required to submit to a pre-deployment drug and alcohol test and return a negative result before being permitted to work on an Airside or SSAA activity. A copy of each pre-deployment drug and alcohol test result must be provided to the Airport for CASA auditing purposes.

Before being permitted to commence Works at the Airport, each Contractor must complete a drug and alcohol awareness training provided by the Launceston Airport.

### **4.3 *Smoking in Designated Areas Only***

Smoking/Vaping is prohibited in the Terminal, all other buildings and Airside.

Smoking/Vaping is permitted only in the designated smoking areas on Landside.

### **4.4 *Plant Operations***

Prior to commencement of Works, the Contractor shall provide the Airport with written Risk Assessments for all plant and equipment.

Where there is a risk of interaction with personnel, traffic or public, barriers or delineators must be erected to positively separate the plant i.e., Hoardings, bunting, barricades, signposting, active safety officer supervision, or another mutually agreed method of separation. A Traffic / Pedestrian Management Plan may also be required. EWPs shall have a spotter at all times while in operation.

If a Certificate of Competency is required to operate any plant or equipment, any personnel intending to use such plant or equipment must produce to the Contractor, or to the Project Manager upon request, a relevant Certificate of Competency. Persons operating plant or equipment without the required Certificate of Competency will be removed from the Airport immediately.

#### **4.4.1 *Metal-Tracked Equipment***

The Contractor must only use rubber tracked plant on paved surfaces unless written approval is provided by the Project Manager for the use of metal-tracked equipment. Metal tracked equipment may be allowed under special operating restrictions.

## 4.5 *Noise*

It is the Contractor's responsibility to:

- comply with any statutory requirement in relation to noise from plant or equipment.
- provide the Project Manager at least 48 hours' notice if it intends to use equipment ;
- take all practicable measures to control noise associated with the Works (especially in terminal buildings).
- carry out noisy Works outside of the hours of 0800 to 1800 only if so directed by the Project Manager;
- ensure that entertainment systems are not used onsite.

## 4.6 *Electrical Safety*

Any electrical tool or appliance must have a current compliance tag attached to it and be inspected prior to use. Damaged or faulty equipment must be tagged out of service.

The use of LOTO lockout tag out procedures to govern any electrical works at the airport.

All power supplies including generators must be fitted with earth leakage protection (e.g., a residual current device or similar).

Power Leads shall:

- Be tagged and tested (in date).
- never pose a trip hazard in walkways.
- never be in damp areas or exposed to damage in doorways.
- not exceed 32m in length or be piggy backed; and

Note: Battery Operated tools are recommended for site

- if suspended, be on insulated hooks.

## **4.7 Permit/Authority**

The Safe Work Permits Procedure (APAL-SWP-001) indicates whether a Permit to Work or Authority is required to perform certain Works.

### **4.7.1 Isolation Process**

The Safe Works Permit Procedure defines the isolation process used at the Airport.

### **4.7.2 Concealed Services**

A Concealed Services Authority is required for any work including excavation, coring or drilling, where there is a risk of damaging concealed services.

### **4.7.3 Confined Spaces**

The Confined Space Register should be consulted prior to commencing Works.

Access to a Confined Space requires a Confined Space Entry Authority. Alternatives to accessing a Confined Space should be investigated prior to commencing Works.

### **4.7.4 Crane/Boom Operation**

The use of mast or boom equipment, such as concrete pumps, cranes, excavators, EWP's etc., has the potential to impact on the OLS and requires an Authority. If crane/boom equipment is to be used at the Airport, the Project Manager will first refer the operation to the Manager Operations & Compliance determine and document any necessary controls in the Crane/Boom Authority. Applications for crane / boom operations that will penetrate the protected airspace must be referred to CASA for approval and that approval can take up to 60 days to be processed and authorised.

### **4.7.5 Electrical Work**

Electrical Work requires an Electrical Works Authority and must be completed by licensed personnel.

### **4.7.6 Plumbing Work**

Plumbing Work requires a Plumbing Works Authority and must be completed by licensed personnel.

Any isolations or cut ins must be authorised and programmed to have the least possible impact on airport operations.

#### **4.7.7 Hot Work**

Hot Work to be done at the Airport:

- requires a Hot Work Authority.
- may only be performed by authorised personnel; and
- requires that welding screens be used.
- All Airside hot works requires sign-off by Manager of facilities prior to commencement.

Alternatives to Hot Work should be investigated prior to commencing Works.

#### **4.7.8 Working at heights**

The working at heights authority permit has been designed to be used mostly for service providers and vendors contractor works.

This permit is used by the projects team if the need for an APAL authority is risk assessed from the original permit to work assessment application.

#### **4.7.9 Fire panel Isolation**

A Fire isolation works Authority is issued to contractors for any works which require isolation and/or modification to the existing Fire Indicator panel and/or all fire accessories.

The contractor is required to submit authorities with a 48-hour window notice to APAL calculated only for week days.

#### ***4.8 Hazardous Materials and chemicals***

The Contractor must seek written approval from the Project Manager/and or Facilities Manager prior to bringing any hazardous substances, chemicals or prescribed goods to the Airport.

Approved hazardous substances, chemicals and prescribed goods must be stored, handled and used appropriately; all in accordance with WH&S Legislation.

For any prescribed goods, an SDS must be maintained on Site and be always readily accessible for review by APAL team members.

#### ***4.9 Asbestos***

The Launceston Airport Asbestos Register and Management Plan should be consulted prior to commencing Works. Where it cannot be established that the material to be worked on or removed contains asbestos, it shall be assumed that it does.

Asbestos may only be removed by licensed and approved personnel and must be disposed of as regulated. Prior to commencing Works, consideration should be given to avoiding the need to work with asbestos as far as is reasonably practicable.

#### ***4.10 Contaminated Areas***

The Launceston Airport contains known Contaminated Areas. Spoil and waste generated from demolition and earthworks activities must not be removed from site unless authorised by the Australia Pacific Airport Launceston Environment representative. This does not include building waste but does include concrete slabs, existing asphalt surfacing, existing stormwater pipes/pits, crushed rock, subgrade materials and soils.

Only materials that have been sampled by an accredited Environmental Consultant and analysed by a NATA accredited testing laboratory may be removed from site to a location permitted to take these materials in accordance with regulatory requirements, and only after authorisation by the Australia Pacific Airport Launceston Environment representative.

## 5. Works Inspection and Handover

### 5.1 Inspections

The ABC may periodically inspect the Works for compliance. The Contractor must allow unhindered Site access to the ABC and designated Airport representatives engaged in the compliance inspection.

In addition, designated Airport representatives and the Project Manager may periodically inspect the Site at any time to ensure the Works are being performed in accordance with the specified conditions under the Project Management Plan, Construction Environmental Management Plan, Permit to Work or any other Permit.

Where applicable, a complete set of current drawings, approved by the Project Manager for construction, must be always available on site, and must be produced if requested during inspections.

### 5.2 Completion of Works

The Contractor must return the Site and any other areas impacted by the Works to the same or better condition as found prior to the Works. This includes removing any rubbish, materials and/or construction plant from the Airport, and making good any damage caused by the Works, including any pavement or grass damage. The Project Manager must inspect and approve the Site pursuant to the specific contract for the Works (including obtaining sign-off from the ABC where applicable) before the Works will be deemed complete.

### 5.3 Certificate of Compliance and completion

Upon completion of the Works, in accordance with the *Airports (Building Control) Regulations 1996* (Cth), the Project Manager (where appropriate) shall seek a Certificate of Compliance (either a Certificate for Occupancy or a Certificate for Use) from the ABC, evidencing that Permits have been complied with and the Works have been completed to the relevant standard.

This also concludes code of compliance documentation such as Fire engineering reports.



## 6. Environmental Requirements

The environmental requirements outlined in this Works Manual are not exhaustive and must be read in conjunction with the Environment Policy, Environment Strategy and other Airport environmental requirements as defined under the Environmental Management System.

All related APAC documentation can be found on the Launceston Airport

[Environmental Management - Launceston Airport](#)

### 6.1 *Environmental Responsibilities*

Contractors have the responsibility to comply with the Environment Policy, Environment Strategy, and all relevant legislation, including the *Airports Act 1996* (Cth) and the *Airports Environment Protection Regulations 1997* (Cth).

The Airport and the AEO are required to monitor and record environmental activities and incidents.

### 6.2 *Managing Spills*

Contractors must ensure that controls are in place to prevent spills from occurring but also have appropriate training and equipment at the Site to respond to and contain a spill.

Immediate action must be taken to prevent further material from spilling if it is safe to do so and prevent it from entering the stormwater system, or contaminating soil.

The Airport Operations Officer shall be notified of any spill as soon as practicable after it occurs by phoning **6391 6208** or **0407 305 595**. Any spill 5L or more, or that enters a stormwater drain or swale must also be reported to the Airport Environmental Representative. An incident report must be submitted to the Airport environmental representative within 48hours of the incident occurring.

### 6.3 *Flora, Fauna, and Heritage*

There are several areas located Airside which contain threatened species or species of significance (the Green & Gold frog, the Silky Bush Pea and native grassland). The Contractor must not remove any tree or shrub without the Project Manager's prior approval.

There are identified areas of both First Nations and European heritage at the Airport.

The Project Manager will provide additional information should Works be undertaken near these areas.

#### ***6.4 Construction Environmental Management Plan (CEMP)***

For Major Works, the Contractor is required to prepare a CEMP and submit it to the Airport Environmental Representative and Project Manager for approval before any activities may commence on Site. The Project Manager will provide a CEMP template to the Contractor on request. The CEMP must also be approved by the AEO before any activities may commence on site.

## 7. Security Restricted Zones

### 7.1 General

Transport Security Legislation (*Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005*) requires that security measures be established and enforced in the following areas:

- Airside
- Security Screening points
- Terminal Sterile Area
- RPT Apron
- GA Apron
- Security Restricted Areas (SRA)
- Checked Baggage Screening area (CBS)
- Baggage Make-Up

Area Security measures include:

- Physical barriers such as fencing Gates, Hoardings, or other solid barriers
- Exclusion zones
- Signage
- Electronic Access control system Operations Officers
- Aviation Protection Officers
- Works Safety Officers
- Camera surveillance

### 7.2 Aviation Security Identification Cards (ASICs and VICs)

Holding an ASIC - does not automatically permit its holder entry into secure and Airside areas.

Valid ASIC must be carried at all times with it displayed on the front or side of the body above waist level at all times whilst in secure areas of the Airport.

Loss of ASIC should be immediately reported to the Airport Operations Officer by phoning **6391 6208** or **0407 305 595**.

If a person ceases to be employed by the Contractor or is no longer working on the Site, the Contractor must immediately notify their ASIC issuing body that the ASIC requirements have changed.

#### 7.2.1 ASICs

ASICs are issued by authorised issuing bodies. For more information contact you APAL contact.

#### 7.2.2 Visitor Identification Card – (VIC)

A VIC may be issued to approved individuals who have an operational requirement to enter a secure area and do not hold an ASIC. This could include works such as short notice Work,

delivering equipment and materials to, or through, Airside. A VIC is not intended for continuous or ongoing site access.

All VIC holders must be always supervised by a valid ASIC holder and the ASIC holder must be present on application of the VIC pass. VIC holders must be always escorted and under the direct supervision of a valid ASIC holder. Government issued photo ID must be always carried by the VIC holder. VIC holders must when Airside or in another security zone comply with all lawful directions given by an authorised person.

VICs may be issued from 1 day to a maximum of 28 days. All VICs are to be returned to the APAL reception office by the end of the day of expiry or on completion of works to avoid penalty payments. If the operational need for your VIC pass changes you must notify APAL reception office.

An individual may be issued with a VIC for maximum of 28 days in any consecutive 12-month period. An application fee applies.

Where a VIC is used for more than 2 consecutive days in a 90-day period a negative D&A test must be provided. The D&A test should be arranged through the Project Manager and authorised D&A testing location.

### **7.3 Working in Sterile Areas**

The Sterile Area at the Airport begins at the screening points through to the departure gates at the Apron level. Sterile areas undergo regular checks to ensure they remain secure and sterile. All persons, including ASICs holders, must pass through the screening point to gain admittance to or to conduct Works.

All tools and equipment to be used within Sterile Areas must be logged at the screening point with an APO and screened before entering. It must be always under control of an ASIC holder and must be signed out on completion of works.

Prior arrangements may be made to permit certain Works during Aircraft Operations by isolating small portions of a Sterile Area. Whenever possible, Hoarding should be used to segregate the Works from operational areas of the Airport, especially in the vicinity of passengers or baggage.<sup>1</sup>

While in Sterile Areas, the Contractor, and others under its control, shall not have any contact with persons unrelated to the Works or allow access to tools of trade and other prohibited items under the control of the Contractor by Unauthorised persons.

Missing equipment, tools or personal items must be immediately reported to the Airport Operations Officer by phoning **0407 305 595**.

In the event an Unauthorised person enters the sterile area the Contractor must immediately notify the Airport Operations Officer on 0407305595. and all person working in the secure area have a responsibility to ensure security of the areas is maintained.,

## **7.4 *Suspicious Activity***

Suspicious or unlawful activity must be immediately reported to the duty Operations Officer by phoning **0407 305 595**.

## **7.5 *Airside/Landside Boundaries***

The Landside/Airside boundaries comprise of fences, gates and doors. With other controls measures such as and access control system and signage which are clearly marked at regular intervals. Parked vehicles, machinery, equipment, and materials must not be placed within 3m of a barrier while Landside, or within 2m of a barrier while Airside. Specific prior written approval is required.

An Airside/Landside barrier must be always maintained. If works interfere with existing security barriers fencing, temporary barriers must be installed so as to maintain integrity Airside/Landside barrier. All temporary barriers will require the approval of Security Contact Officer.

<sup>1</sup> See Appendix A

## **8. Working in and around the Terminal**

When working in and around the terminal, Contractors are reminded that it is an operational facility and that you may be interacting with the public. You must always consider the safety of the public and anyone using the terminal when undertaking work.

When establishing your worksite, ensure that you will not be adversely impacting upon the flow of people through the terminal. Do not block thoroughfares, Exit routes or create any hazards.

Please be polite and courteous when interacting with the public.

### **8.1 *Floor loading restrictions***

Loading restrictions apply to all floors within the terminal. Prior to performing any work within the terminal, the Contractor must ensure that any plant, equipment or materials will not exceed the floor loading limit.

Approval must be gained from the Manager Buildings and Grounds or the Project Manager prior to any plant or equipment being brought into the building.

Path of travel and location of works to be inspected See appendix B.

### **8.2 *Mobile equipment***

Any mobile equipment such as EWPs that are to be used within the Terminal on tiled surfaces must be fitted with tyres that will not leave marks or damage the tiled surface.

## 9. Specific Airside Requirements

### 9.1 *Airside Security and Safety*

Unauthorised access to Airside is prohibited, and any Unauthorised person who enters may be subject to criminal prosecution. Persons authorised to enter Airside areas must be aware of and obey all CASA and CISC regulations.

Working at an airport presents a variety of unique hazards including aircraft operations, vehicle movement and adverse weather conditions, refueling facilities.

Prior to being allowed to work Airside, the Contractor they and all others under their its control, understand and comply with all applicable Airport policies and procedures and legal requirements.

Depending upon the location of the Site, the Contractor may need to barricade or fence the full perimeter of the Site.

### 9.2 *Works Safety Officer*

A Works Safety Officer ensures the safe operation of aircraft and other aviation activities. If your works require a WSO they shall work closely with the Contractor, Project Manager and other relevant Airport personnel to ensure that Airside Works do not interfere with Aircraft Operations.

The WSO shall report all incidents, hazards, near miss and breaches.

The Contractor must ensure that any direction from the Works Safety Officer is complied with immediately.

Immediately prior to the end of each day's work, the Contractor and the Works Safety Officer must conduct a joint inspection of the Site. Any security or safety issue raised at the time of the inspection must be addressed and remedied before the Contractor may vacate the site for the day.

### 9.3 *Site Markings*

The perimeter of any works site that affects the movement area must be marked with approved filled water barriers, in alternating red and white colours in addition, any work sites that impact and restrict aircraft operations are to be clearly marked with unserviceability cones and unserviceability lights as per the requirements of the Part 139 manual of standards (Aerodromes) 2019.

The contractor must liaise with the Airport Authority to ensure the requirement of site markings is implemented prior to any works commencing.

## 9.4 *Vehicle Access and Usage Airside*

Vehicle access to an Airside Works Site will only be available through the access gate nominated by the Project Manager. Unless the driver holds an appropriate Airside Drivers Authority (ADA) and approval has been given, vehicles must be escorted by the Works Safety Officer or other qualified person.

All vehicles entering airside will be subject to an inspection to ensure serviceability and cleanliness before access can be granted. If the vehicle does not meet the standards required access will not be granted.

Every vehicle and driver entering Airside is subject to random searches. In addition, any driver entering airside is subject to drug and alcohol testing as outlined in the DAMP. This may affect your ability to enter airside areas if your results are not negative.

Aircraft and all Airport vehicles, including ground handling equipment, have priority over any other vehicle. Travelling across the Apron in the vicinity of a maneuvering aircraft (signaled by its flashing red anti-collision beacons located on its roof and undercarriage area) is not permitted.

No Works vehicles will be permitted Airside when operational restrictions are in place, for example Low Visibility Procedures in force during inclement weather.

Apart from permitted access and egress, all vehicles, plant, and equipment must remain within the Site. Access to or from the site must not be obstructed at any time, including by vehicles or equipment.

Only lightweight vehicles are permitted on Runway-end safety areas.

### 9.4.1 **Airside Drivers Authority (ADA)**

To enable un-escorted vehicle access to Airside, a Level 2 or Level 3 ADA may be obtained by the Contractor if required. A Level 2 ADA restricts access to Aprons and the perimeter road. A Level 3 ADA allows access to the Runway and Taxiways. To be eligible for an ADA, the driver must hold an ASIC and a current State or Territory drivers' license.

An application for a Level 2 ADA must be made to the Airport in advance. An assessment will be performed. A Level 3 ADA requires the completion of additional training including an Airband Radio Operator License (AROC),

### 9.4.2 **Vehicle Identification**

Contractor's vehicles must:

- be clearly marked with identifying signs of at least 296mm x 210mm (A4 size) on both front doors; and



- display an amber rotating beacon on top of the cabin, which must be always operating whilst the vehicle is Airside.

If the vehicle is not escorted a Permit is required for any vehicle which will be used Airside; the Permit must be displayed in the front right-hand-side of the windscreen while Airside.

#### 9.4.3 **Speed Limits**

Speed limits are in accordance with the Airport Airside vehicle control handbook and must be obeyed and are strictly enforced. The speed limit is 10km/h within 15m of an aircraft, 15km/h on the Aprons and link roads and 40km/h on the perimeter road. Different speed limits apply to Runways and Taxiways depending upon the circumstances.

### 9.5 ***Excavation in Airside Areas***

There are requirements specific to Airside excavations in addition to the need for a Concealed Services Permit. This includes written approval by Air Services (ASA) for work affecting their assets.

Trenches adjoining operational Runway shoulders must be covered with 20mm steel plates that are supported by sandbags and stabilised to minimize disturbance in the event that aircraft may rotate on take-off in the vicinity of the Site.

Normal excavations must be back filled or covered with steel plates at all times when the Site is vacant or the excavation pit is not immediately required.

For short periods of time, small excavations may be enclosed with fully intact sandbags positioned to fill all gaps and remain flat.

### 9.6 ***Airside Pit Covers***

Prior approval from the responsible Airport Facilities Manager is required to open any Airside pit cover.

Protective barriers must be placed around any open pit cover and must be illuminated with red lights if the pit is to remain open at night.

Pit covers on a Runway or Taxiway must be able to support the weight of an aircraft.

## **9.7 Foreign Object Debris (FOD)**

FOD anywhere on the Airport could impact an aircraft and pose a threat to safe Aircraft Operations. Even small items, such as food wrappers or small rocks have the capability to disable or cause catastrophic failure of an aircraft.

The importance of managing and controlling all materials to limit the opportunity of FOD Airside is paramount when planning and undertaking any Airside activity.

All Works-related FOD and Site waste, including construction materials, wrapping and containers, must be confined to the Site and removed from Airside, by the end of each day's work.

Airside pavement must be kept clean and always remain free from FOD.

All vehicles used by the Contractor, or others under its control, must always maintain clean tyres to prevent introduction of FOD. The Contractor must ensure that where required vehicles are washed before entering or leaving the Site.

## **9.8 Low Visibility Procedures (LVP)**

### **9.8.1 Trigger**

Air Traffic Control (ATC) will notify APAL when LVP are to commence. These procedures must be in place when the:

- visibility reduces to 800 m or less or
- cloud ceiling is 200 FT or less or
- visibility on any part of the aerodrome is insufficient for ATC to exercise control over all traffic based on visual surveillance.

### **9.8.2 Vehicle and pedestrian access**

From the time that the LVP commences, all non-essential vehicles and personnel will be required to remain clear of that area until ATC have cancelled the LVP.

Vehicle and pedestrian movements on the apron areas shall be minimised to approved operations only.

Vehicles shall not be permitted on the airside perimeter road without the permission of ATC and Airport Operations.

## 9.9 *Lighting*

Lighting may pose a hazard to Aircraft and its use is strictly regulated.

The Contractor must ensure that all Site lighting is chosen, erected and operated to comply with the MOS 139 requirements (details of which will be supplied by the Project Manager upon the Contractor's request). The Contractor must immediately extinguish any light if requested to do so by an authorised Airport representative.

## 10. Site Facilities

### 10.1 Site Office

The Contractor shall provide a designated temporary Site office and amenities suitable to the scale and type of Works and its location will be determined in consultation with the Project Manager.

Any services that are required to be connected to the Site office and amenities must be identified prior to placement and approved by the Project Manager.

Upon completion of the Works, the Site office and any temporary buildings and services shall be removed and the affected area made good.

### 10.2 Toilets

The Contractor **must provide**, install and keep in good condition, all amenities and sanitary facilities for the use of persons on Site.

Upon completion of the Works, the toilet facilities and any temporary services shall be removed and any affected area made good.

### 10.3 First Aid

It is the Contractor's responsibility to provide first aid facilities and a qualified first aid officer at the Site.

The Airport has Five defibrillators on site in addition to those carried by the Aviation Rescue Fire Fighting Service. Contractors to confirm the locations with Airport Operations - 0407 305 595.

## Appendix A Security, Hoarding and Safety Barrier Information

While Works are in progress, barriers, including fencing, Hoarding and retractable tensa barriers are required to separate construction Works from other areas of the Airport. The Contractor must ensure that any direction issued by the Project Manager about Works-related barriers is strictly complied with.

The Contractor is responsible for supplying, installing and maintaining all Works-related barriers. Barriers used are divided into three categories based on risk:

1. High security fencing (Level 1)
2. Construction Hoarding (Level 2)
3. Public separation barriers (Level 3)

### Security Fencing – Level 1:

- Is required to separate construction Works from Airside, Sterile Areas and other secure sections of the Airport.
- Must be installed to separate construction Works from Landside areas where the public has access.
- Except in Airside areas, must be installed and maintained by the Contractor (for safety reasons, the Airport will install and manage fencing in Airside areas); and
- Must comply with the Transport Security Legislation and AS 1725.1 – 2010, *Chain link Fabric Security Fencing and gates*.

### Construction Hoarding – Level 2:

- Is required to separate Works within the Terminal from areas that are still being used for ongoing Airport activities.
- If made of solid materials (e.g., timber or steel frame with 12mm plywood or MDF facing), cannot exceed the maximum height of 2.70 metres from the floor;
- In areas where the ceiling exceeds 2.70 metres, may be partially comprised of “soft” Hoarding (e.g., shade cloth) to extend the Hoarding to the ceiling, to limit the movement of dust or construction debris into operating sections of the Airport; and
- Must comply with AS 4687-2007, *Temporary Fences and Hoardings*.

### Public Separation Barriers – Level 3

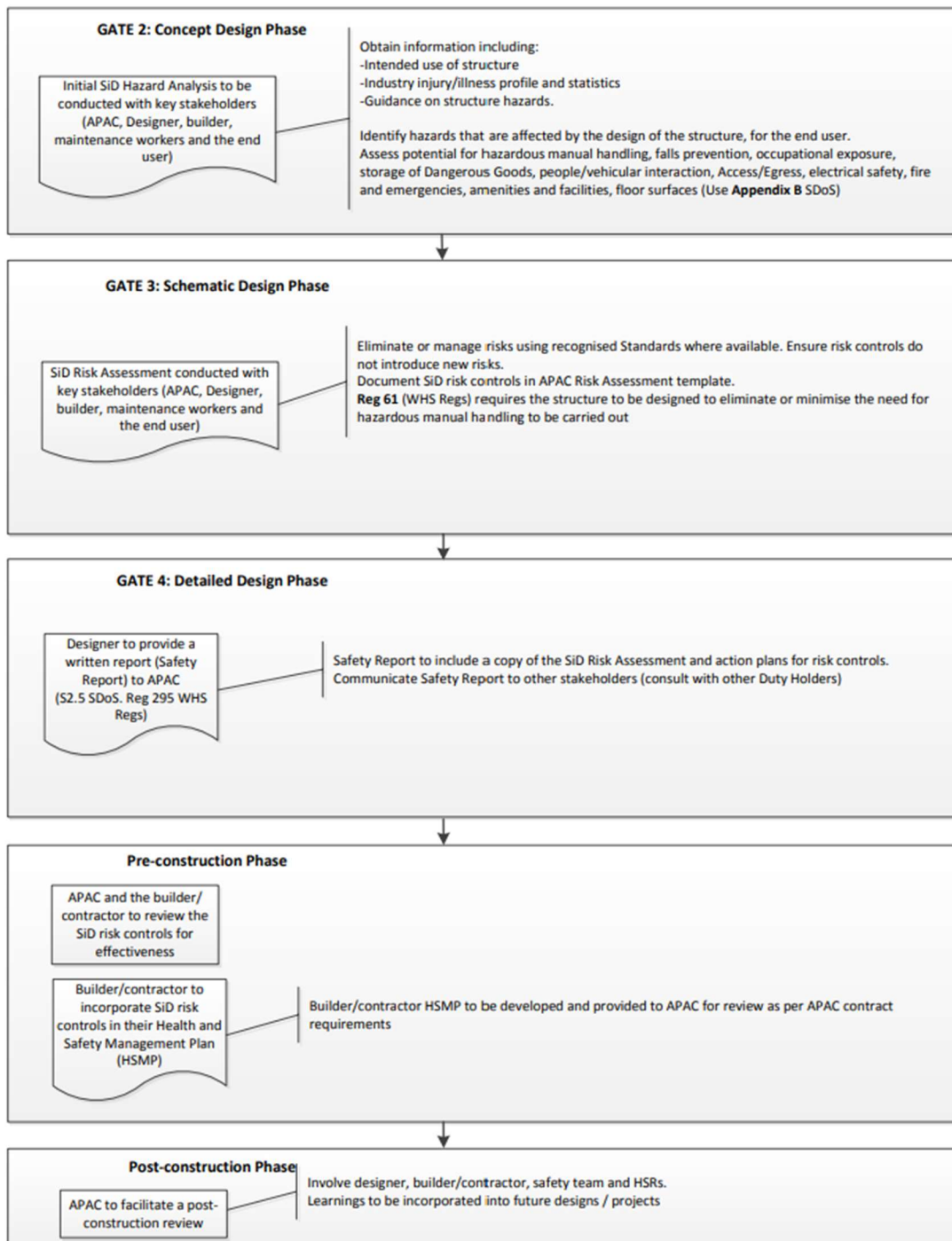
- Is used to alert the general public that specific areas are temporarily inaccessible.
- When used to isolate Works from public pedestrians, Para web or similar web netting should be installed in accordance with the manufacturer’s standard requirements; and
- When used to isolate Works from public vehicles, water-filled vehicle barriers or similar vehicle barriers should be installed.

### APAC SAFETY IN DESIGN FRAMEWORK

The APAC Safety in Design (SiD) framework applies to all APAC developments and provides practical guidance to anyone making decisions that influence the design outcome, including APAC Development Managers, designers, architects and construction contractors or builders. APAC safety to be involved in all SiD processes.

This framework applies to the design of 'structures' defined under the WHS Act 2012 to mean anything that is constructed, whether fixed or moveable, temporary or permanent.

Safe design means the integration of control measures early in the design process to eliminate or, if this is not reasonable practicable, minimise risks to health and safety throughout the life of the structure being designed (source: *SWA Code of Practice – Safe Design of Structures (SDoS)*).



## Appendix B – Terminal Floor Load Map 2019

